


United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>		<b>1. DUTY LOCATION</b> Atlanta, GA		<b>2. POSITION NUMBER</b> (b) (6)	
<b>3. CLASSIFICATION ACTION:</b> a. Reference of Series and Date of Standards Used to Classify this Position PCS for Prof. Work in the GS-0400, 9/05; PCS for Prof. Work in the GS-0800, 11/08; PCS for Prof. Work in the GS-1300, 12/97					
		<b>b. Title</b>		<b>c. Pay Plan</b>	<b>d. Series</b>
<b>Official Allocation</b>	Environmental Engineer		GS	0819	13
<b>4. Supervisor's Recommendation</b>		ENVIRONMENTAL ENGINEER		GS	819
				13	
<b>5. ORGANIZATIONAL TITLE OF POSITION (if any)</b>			<b>6. NAME OF EMPLOYEE</b> (b) (6)		
<b>7. ORGANIZATION (Give complete organizational breakdown)</b>			e. Hazardous Waste Enforcement & Compliance Sec.		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Region 4			g.		
c. RESOURCE CONSERVATION & RESTORATION DIVISION			h. Employing Office Location Atlanta, GA		
d. Enforcement & Compliance Branch			i. Organization Code TGAC0000		
<b>8. SUPERVISORY STATUS</b> <input type="checkbox"/> [2] <b>Supervisor or Manager.</b> Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] <b>Supervisor.</b> Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] <b>Management Official.</b> Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] <b>Lead</b> Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] <b>Team Leader.</b> Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input checked="" type="checkbox"/> [8] <b>All Other Positions.</b> Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
<b>9. SUPERVISORY CERTIFICATION</b> I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
<b>a. Typed Name and Title of Immediate Supervisor</b>			<b>d. Typed Name and Title of Second-Level Supervisor</b>		
(b) (6)			(b) (6)		
<b>10. OFFICIAL CLASSIFICATION CERTIFICATION:</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
<b>a. Promotion Potential</b>					
X This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
<b>b. PSB Risk Designation</b>		<b>c. Financial Disclosure Form</b>		<b>d. "Identical, Additional" (IA) Allocation</b>	
<input type="checkbox"/> 1 Low <input checked="" type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input checked="" type="checkbox"/> No financial disclosure forms required		This position <input checked="" type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
				<b>e. FLSA Determination</b>	
				<input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive	
<b>f. Functional Classification Code</b>		42			
<b>g. Bargaining Unit Code</b>		<b>h. Check, if applicable:</b>		<b>i. Classifier's Signature</b>	
1050		<input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties ( $\phi$ % of time) <input type="checkbox"/> This position is subject to random drug testing ( )			
				<b>j. Date</b>	
				10/9/2014	
<b>11. REMARKS</b> Interdisciplinary, classifiable as Biologist, GS-0401; Environmental Engineer, GS-0819; or Physical Scientist, GS-1301.					

**ENVIRONMENTAL ENGINEER/PHYSICAL SCIENTIST/LIFE SCIENTIST**  
**GS-0819/1301/0401-13**

**POSITION SUMMARY:**

As a Senior Enforcement Officer/Inspector you will:

- Conduct inspections and investigations of regulated facilities for compliance with applicable regulations, permits, or other federal requirements;
- Provide technical advice and information on significant analytical methods, sampling techniques, etc., related to specific program areas, functions, or activities;
- Serve as a technical expert in the development, negotiation and litigation of both civil and criminal enforcement matters;
- Plan, conduct and provide regulatory technical assistance on complex field sampling and analytical services, facility inspections and audits;
- Provide assistance to regional personnel, other federal, state, local agencies, tribes, industry representatives, and concerned public citizens on technical aspects of EPA laws and regulations.

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**MAJOR DUTIES AND RESPONSIBILITIES:**

**DUTY 1**

**25%**

**Conduct inspections and investigations of regulated facilities for compliance with applicable regulations, permits, or other federal requirements.** Plan, conduct and provide technical expertise to extremely complex, single or multi-media, field sampling and analytical activities, facility inspections and audits, scientific programs and compliance assistance activities. Oversee or personally perform pre- and post-inspection duties such as gathering and evaluating information, reviewing facility records, and developing appropriate inspection plans in accordance with agency program policies and procedures. Plan, design and implement short- and long-term improvements to existing and proposed facilities. Prepare comprehensive reports documenting inspection findings, site observations, evidence collected, as well as the nature and extent of any non-compliance. Enter and track data through EPA's national and regional information systems in accordance with agency protocol. Target facilities or regulatory sectors for inspection and other enforcement related activities. Explore, evaluate, test and incorporate new applications and advances in technology resulting in improvements to the agency's plans for facilities. Determine whether facilities are in compliance with federal laws and regulations.

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**DUTY 2**

**25%**

**Provide technical advice and information on significant analytical methods, sampling techniques, etc., related to specific program areas, functions, or activities.** Provide

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expert advice as to the adequacy and accuracy of data, processes, and appropriateness of the request, and provide technical assistance where applicable. On behalf of the region, review and provide comments on new or revised program guidance, policy, and regulations to regional and headquarters decision makers that influence current and future enforcement programs within the agency. Prepare documents, briefing materials, and draft Federal Register notices to support proposed agency actions or decisions. Serve as authoritative consultant to state, local, or tribal officials, evaluate the effectiveness of program plans, and oversee the development of training.

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### **DUTY 3**

**20%**

**Serve as a technical expert in the development, negotiation and litigation of both civil and criminal enforcement matters.** Oversee preparation or personally prepare investigatory letters, notices of violation, position papers or other documents related to enforcement cases. Provide advice and leadership in settlement negotiations and represent the region on technically complex policy issues to corporate officers and representatives. Act as technical expert in civil settlement and litigation proceedings. Work with regional attorneys on enforcement actions, providing expert analysis and technical data for inclusion in administrative orders or consent decrees. Present expert oral or written testimony during public hearings, evidentiary hearings, court trials, and depositions.

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### **DUTY 4**

**20%**

**Plan, conduct and provide regulatory technical assistance on complex field sampling and analytical services, facility inspections and audits.** Oversee or personally plan, conduct and/or provide technical assistance to technically complex field sampling and analytical services, facility inspections or audits, and/or monitoring support for complex scientific programs/activities. Provide expert advice and leadership to state local, and/or tribal inspectors and enforcement officers on critically important and technically complex investigation/inspection activities and plans for EPA oversight of inspections. Observe and evaluate state, local, or tribal inspectors and review inspection reports. Explain, interpret and promulgate agency decisions and determinations. Lead mid-year and end-of-year program evaluations.

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### **DUTY 5**

**10%**

**Provide assistance to regional personnel, other federal, state, local agencies, tribes, industry representatives, and concerned public citizens on technical aspects of EPA laws and regulations.** Advise on, oversee, and direct the agency's planning and programmatic requirements for the inspection and investigation of regulated facilities. Provide regional expertise through advisory services and policy guidance on complex regulatory and enforcement issues. Review, analyze and modify plans, programs and implementing policies and guidance developed by state, local, or tribal governments to implement various provisions of state or federal environmental programs. Oversee the development of or



personally develop studies, analyze data, and prepare reports regarding state, local and tribal implementation of environmental protection programs. Disseminate scientific and technical information through oral briefings, written documents, workshops, conferences, seminars and/or public hearings often including concerned citizens from low-income and underserved communities. Serves as regional spokesperson and performs extensive public speaking at meetings and forums with regulated entities and the public.

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**Area of expertise or other related information:**

RCRA-Subtitle C, and/or RCRA Subtitle I, and/or Oil Pollution Act, and/or TSCA-PCB.  
May perform state or program coordination duties.

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**RECRUITMENT KNOWLEDGES, SKILLS, AND ABILITIES (KSAs):**

- 1) Skill in conducting field inspections, gathering evidence, and initiating enforcement actions;
  - 2) Skill in written communication;
  - 3) Knowledge of EPA laws, regulations, policies, and practices related to enforcement and compliance activities;
  - 4) Ability to plan, conduct and provide technical assistance to complex field sampling for inspections or audits;
  - 5) Skill in oral communication.
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**FACTOR LEVEL DESCRIPTIONS:**

**Factor 1 - Knowledge Required by the Position**

**Level 1-8 (1550 points)**

Mastery knowledge and skill in applying advanced theories, concepts, and principles of professional engineering, physical science or biological science sufficient to serve as a senior expert involving extremely complex work for which technical problems, methods, and/or data are incomplete, controversial, or uncertain.

Knowledge of a wide range of engineering, physical and/or biological science principles, and methods applicable to varied and complex problems, projects, or studies that include diverse environmental conditions; and varying environmental processes. Problems encountered demand skill sufficient to modify standard practices, adapt precedents, and make significant departures from existing approaches and techniques.

Expert knowledge of applicable environmental laws, regulations, statutes, enforcement/compliance policies and guidelines sufficient to serve as an authoritative consultant providing oversight, direction, and advisory services for the agency's enforcement program and conduct of technically complex inspections to ensure compliance with federal requirements, and advise on the need to devise new approaches, standards, and policies for enforcement.

Ability to modify standard practices, adapt precedents or establishes precedent by applying the latest technical developments to resolve problems for which accepted methods are not directly applicable and to review plans, designs, and specifications (prepared by others) for the improvement or alteration of existing facilities or the eventual construction of new facilities.

**Factor 2 - Supervisory Controls**

**Level 2-4 (450 points)**

The supervisor establishes overall objectives and resources available. The supervisor and incumbent jointly develop projects, priorities and deadlines. The incumbent independently plans and carries out assignments, interprets policy, coordinates work with others, resolves most of the conflicts that arise and keeps the supervisor informed of far-reaching implications. Completed work is reviewed from an overall standpoint in terms of feasibility and effectiveness in meeting requirements.

**Factor 3 - Guidelines**

**Level 3-4 (450 points)**

Technical, regulatory and policy guidelines are often broad and nonspecific. The incumbent uses resourcefulness and perception based on experienced judgment, to adapt or interpret general guidelines, to deviate from or extend traditional practices, methods, and techniques or to resolve situations where precedents are not available or not applicable. Judgment and originality are required to (a) correlate theoretical considerations of complex industrial issues, and (b) plan and initiate enforcement actions.

**Factor 4 - Complexity**

**Level 4-5 (325 points)**

Work assignments consist of a variety of duties involving non-conventional and complex industrial facilities, often with limited data available as to the type and extent of human threat and environmental contamination. This typically involves resolution of controversial, critical and highly unusual engineering/science problems with potential to harm public health and the environment. Technical considerations involve the measurement and control of pollutants, and contain a combination of many complex features where issues and factors to be considered involve major areas of uncertainty in approach and methodology or interpretation and require judgment, creativity, and resourcefulness to correlate theoretical considerations in related engineering or science disciplines and devise, advise on, and negotiate engineering or scientific compromises. The inspection and enforcement processes are also complicated by interaction with state and local political officials and agencies on precedent-setting issues and application of the latest technological advancements resulting in presence of television and print media, and various community and special interest groups. Proposed solutions have highly visible political consequences. The employee serves as technical advisor in determining new approaches to difficult and extremely complex technical problems.

**Factor 5 - Scope and Effect**

**Level 5-5 (325 points)**

The purpose of the position is to provide regional expertise and advice on the investigation, analysis, review, and application of new or revised methods for resolving technically difficult and controversial engineering and/or scientific problems or conditions. The employee provides expert advice to state, local, or tribal officials, industries, and EPA management on Standardized PD – Interdisciplinary, GS-13 (Stand alone Expert) UPDATED: 1/29/13 RTP-SSC

potential impacts of toxic substances and other contaminants, alternative control technologies, and proper interpretation of EPA policies and guidelines.

Interpretations and recommendations of the employee directly affect other national programs, and further development and/or refinement of EPA policy through clarification or revision, and the integrity and adequacy of processes or facilities in large metropolitan areas and/or adjacent rural and urban communities affecting quality of life, public safety, and protection of the environment, and generate interest from federal, state, local officials, environmental groups, and citizens from low-income and underserved communities. Work results also affect the acceptance and understanding of the role, policy, and regulations of the agency and its regional offices.

**Factors 6/7 - Personal Contacts/Purpose of Contacts      Levels 3c (180 points)**

Personal contacts include a wide range of professional and administrative personnel throughout the agency, at other federal agencies, in state and local governments, tribes, private industry, academia, environmental advocacy groups, public citizens (often from low-income and underserved communities), and in some cases the media and elected officials.

The purpose of contacts is to influence or negotiate with others who may be skeptical or uncooperative or whose interests differ from those of the program represented. Issues to be resolved are sensitive or controversial. Contacts are also undertaken to plan, coordinate, or advise on work efforts or resolve operating problems in dealings with others who are working toward mutual goals.

**Factor 8 - Physical Demands      Level 8-2 (20 points)**

The work requires considerable walking, climbing, stooping, bending, and vision and hearing acuity during site inspections. The position requires the use of personal protective equipment such as hard hat, safety glasses, steel-tipped work boots, coveralls, and respirator. During inspections, the employees may be required to carry equipment weighing up to 50 pounds or more.

**Factor 9 - Work Environment      Level 9-2 (20 points)**

Work is both in an office and in remote field settings. While on site in the field, the employee may be exposed to unfavorable weather conditions and rough terrain. The work may involve regular and recurring exposure to moderate risks or discomforts that require special safety precautions, particularly where there is risk of exposure to toxic substances or other pollutants.

**TOTAL POINTS: 3320**  
**GS-13 Grade Range: 3155-3600**

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**Position Risk Designation: XXX**

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## Extramural Resources Management Duties Checklist

*This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employees time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.*

Employee Information		Percentage of Time Spent on Extramural Resources Management	
Name	<div style="background-color: black; color: red; text-align: center;">(b) (6)</div>		<input checked="" type="checkbox"/> This position has no extramural resources management responsibilities.
Position Number			Total extramural resources management duties occupy less than 25% of time.
Title	ENVIRONMENTAL ENGINEER		Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.

Series/Grade	GS-819-13		Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
	RESOURCE CONSERVATION AND RESTORATION DIVISION		
	HAZARDOUS WASTE ENFORCEMENT & COMPLIANCE SECTION		
Organization			

**When this checklist is used as an amendment to a position description, the following signatures are required:**

Supervisor's Signature

Personnel Specialist's Signature

Date

10/9/2014

### Part 1. Contracts Management Duties

#### Pre-award:

Plans Procurements

Estimates Costs

Obtains funding commitments

Prepares procurement requests

Writes statements of work

Reviews statements of work

Processes unsolicited proposals

Responds to pre-award inquiries

Participates in pre-award conferences

Conducts technical evaluation of proposals

Participates in debriefing/protests

Other (lists)

Monitors management and performance of

delivery orders/work assignments after award

Defines scope of work for work assignments

Approves payment requests of ACH drawdowns

Manages cost-reimbursement contracts

Reviews invoices

Inspects and accepts deliverables

Other (list)

#### Close-out:

Writes reports on contractor performance, costs, and tasks performed

Reconciles payments with work performance

Closes-out payments

Performs cost accounting

#### Post-award:

Prepares delivery orders

Reviews contractor work plans

Reviews contractor progress reports

Provides assistance to Contracting Officer in

settling claims

Other (list)

Monitors government-furnished property

#### Percentage of Time Spent on Contracts Management

Monitors cost, management, and overall technical

performance of contract after award

%

<b>Part 2. Grants/Cooperative Agreements Duties</b>		Advises Grants Management Office of potential problems/issues	
<b>Pre-application/Application:</b>		Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions	
Prepares solicitation for proposals		Approves payments requests or ACH drawdowns	
Identifies potential grantees for area of program emphasis		Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office	
Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)		Negotiates amendments	
Provides administrative information to applicants		Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)	
Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant		When necessary, recommends termination of the agreement	
Assists applicant in resolving issues in application		Resolves with Grants Management Office administrative and financial issues	
For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement		Conducts periodic reviews to ensure compliance with agreement	
Negotiates level of funding		Other (list)	
Conducts site visits to evaluate program capability		<b>Close-out:</b>	
Serves as resource to Selection Panel		Certifies deliverables were satisfactory and timely	
Informs applicants of funding decisions		Provides assistance to recipients and Grants Management Office to ensure timely close-out	
Other (list)		Reconciles payment with work performed	
<b>Award:</b>		Notifies recipient of close-out requirements	
Prepares funding package, including Decision Memorandum		Obtains legal assistance if necessary to resolve incomplete close-out	
Obtains concurrences/approvals		If project is audited, responds to issues and ensures recipient complies with audit recommendations	
Reviews/concurs in completed document		Other (list)	
Establishes project file			
Other (list)			
<b>Project Management/Administration:</b>		<b>Percentage of Time Spent on Grants/Cooperative Agreements Management</b>	
Monitors recipient's activities and progress			%
Reviews reports and deliverables and notifies recipient of comments			
Provides technical assistance to recipients			
<b>Part 3. Interagency Agreements Duties</b>			
<b>Pre-Agreement:</b>		Monitors cost management and overall technical performance	
Plans and negotiates work effort		Participates in decisions about project modification/termination	
Estimates costs		Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)	
Obtains funding commitments		Inspects and accepts deliverables	
Prepares commitment notice		Other (list)	
Writes or reviews scope of work			
Responds to pre-agreement inquiries		<b>Close-out:</b>	
Participates in pre-agreement conferences		Reviews final report	
Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)		Decides on disbursement of equipment	
Negotiates and ensures execution of Superfund State Contracts (Superfund only)		Reconciles payments with work performed	
Performs technical evaluation of work plan and budget		Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)	
Prepares funding package and obtains necessary concurrences		Certifies deliverables	
Other (list)		Resolves close-out issues with Grants Management Office/other agency	
		Other (list)	
<b>Project Management/Administration:</b>			
Reviews progress reports/financial reports		<b>Percentage of Time Spent on Interagency Agreements Management:</b>	





United States  
ENVIRONMENTAL PROTECTION AGENCY  
Washington, DC 20460

## Position Risk Designation Checklist

AAship/Region: REGION 4 Type of Action: REASSIGNMENT SF 52 Request No.: RR-14-053

Position Title/Series/Grade: ENVIRONMENTAL ENGINEER

Full Performance Level (FPL) of Position: 13  
(Risk designation is based on FPL)

Functional Title (if applicable): \_\_\_\_\_  
(Position's primary function, e.g., official position title may be Life Scientist, but function may be Permit Writer)

Funding: A fingerprint check and, if needed, a background investigation will be funded through your Working Capital Fund (WCF) Service Agreement. Please provide the Service Agreement No.: 14BV04A0013. (Your Service Agreement Account Owner can help you with this.) **Please Note:** This SF 52 action will not be processed unless the service agreement number is provided.

**DIRECTIONS:** Hiring officials or supervisors must complete this form for **all** personnel actions (appointments, details, promotions, reassignments, recruitments) involving a change in position description exceeding 180 days. The completed form will help the Personnel Security Branch (PSB) determine the position's appropriate risk level. This form must be submitted with the SF 52 package. Answer all "Yes/No" questions based on the FPL position description. Where explanations are requested, attach additional pages, as needed. If you have questions, please contact your local HR representative or service center.

1. Has the risk level of this position already been designated at the full performance level? ☒ Yes ☐ No  
What is the name of the incumbent of the above position? \_\_\_\_\_  
If you answered "Yes" to question 1, please skip all remaining questions, print pages 1-2, and sign and date the form.

2. Is the position one of the following predesignated positions? ☐ Yes ☒ No  
If "Yes," please indicate the position below, answer question 3, skip remaining questions, print pages 1-2, and sign/date the form.

**NOTE:** Unless otherwise specified, these predesignations are effective up to and including Grade 13. Grade 14 and 15 positions must be individually designated, requiring the completion of questions 3 through 18.

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|--|--|
| <input type="checkbox"/> Attorney—Moderate   | <input type="checkbox"/> IT Specialist (Enterprise Architecture)—Moderate                        |
| <input type="checkbox"/> Bench Scientist, such as chemist, biologist, etc.—Moderate  | <input type="checkbox"/> IT Specialist (Internet)—High   |
| <input type="checkbox"/> Contract Project Officer—Moderate                           | <input type="checkbox"/> IT Specialist (Network Services)—High                                   |
| <input type="checkbox"/> Contract Specialist—Moderate                                | <input type="checkbox"/> IT Specialist (Operating System)—High                                   |
| <input type="checkbox"/> Criminal Investigator (all grades, all positions)—High      | <input type="checkbox"/> IT Specialist (Policy and Planning)—Moderate                            |
| <input type="checkbox"/> Deputy Division or Division Director—High                   | <input type="checkbox"/> IT Specialist (Security)—High   |
| <input type="checkbox"/> Financial Specialist/Accountant/<br>Budget Analyst—Moderate | <input type="checkbox"/> IT Specialist (System Administrator)—High                               |
| <input type="checkbox"/> Grants Project Officer—Moderate                             | <input type="checkbox"/> IT Specialist (Systems Analysis)—Moderate                               |
| <input type="checkbox"/> Grants Specialist (GS 12 and below)—Low                     | <input type="checkbox"/> On-Scene Coordinator (all grades, all positions)—High                   |
| <input type="checkbox"/> Grants Specialist (GS 13 and above)—Moderate                | <input type="checkbox"/> Permit Writer—Moderate  |
| <input type="checkbox"/> HR Specialist (Benefits)—Moderate                           | <input type="checkbox"/> Public Affairs Specialist/Community Involvement<br>Coordinator—Moderate |
| <input type="checkbox"/> HR Specialist (Classification)—Low                          | <input type="checkbox"/> QA Scientist—Moderate   |
| <input type="checkbox"/> HR Specialist (ER/LR)—Moderate                              | <input type="checkbox"/> RCRA Corrective Action Officer—Moderate                                 |
| <input type="checkbox"/> HR Specialist (Generalist)—Moderate                         | <input type="checkbox"/> Remedial Project Manager—Moderate                                       |
| <input type="checkbox"/> HR Specialist (Staffing)—Moderate                           | <input type="checkbox"/> Site Assessment Manager—Moderate  |
| <input type="checkbox"/> HR Specialist (Training)—Low                                | <input type="checkbox"/> Support Services Specialist—Moderate                                    |
| <input type="checkbox"/> Inspector—Moderate  | <input type="checkbox"/> Toxicologist—Moderate   |
| <input type="checkbox"/> IT Specialist (Application Software)—High                   |  |
| <input type="checkbox"/> IT Specialist (Customer Service)—Moderate                   | <input type="checkbox"/> OIG Employee (all grades, all positions)—High                           |
| <input type="checkbox"/> IT Specialist (Data Management)—Moderate                    | <input type="checkbox"/> Other Known High-Risk Position—High                                     |
|  | <input type="checkbox"/> Supervisor of High-Risk Employee(s)—High                                |

3. Requires access to classified information or materials? ☐ Yes ☒ No (If "Yes," include clearance justification w/package.) What clearance level is required? ☐ Secret ☐ Top Secret

**NOTE:** If you answered "Yes" to No. 2 and have answered No. 3, skip remaining questions, print pages 1-2, and sign/date the form.

Answer all "Yes/No" questions based on the FPL position description. If explanations are requested, attach additional pages.

4. **Requires access to sensitive information or materials?** ☐ Yes ☐ No (If "Yes," check all that apply.)
 

<input type="checkbox"/> EPA's financial resources/records	<input type="checkbox"/> Confidential business information
<input type="checkbox"/> Proprietary information	<input type="checkbox"/> Personally identifiable information (e.g., address)
<input type="checkbox"/> Audits (e.g., financial reviews)	<input type="checkbox"/> Sensitive personally identifiable information (e.g., SSN, date of birth)
<input type="checkbox"/> Investigations (e.g., CID)	<input type="checkbox"/> Other information that, if compromised, could cause harm (describe on separate page)
5. **The scope of this position is:**

<input type="checkbox"/> Local	<input type="checkbox"/> Regional	<input type="checkbox"/> National	<input type="checkbox"/> Global
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6. **The impact/potential harm this position could cause would be:**

<input type="checkbox"/> Internal to EPA	<input type="checkbox"/> Multi-Agency/Government-wide	<input type="checkbox"/> Beyond the Government
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7. **Position is a presidential or political appointment:** ☐ Yes ☐ No
8. **Requires access to hazardous or dangerous material (nuclear, biological, or chemical):** ☐ Yes ☐ No  
What materials are involved? \_\_\_\_\_
9. **Makes policy that affects AAship, Regional or Agency operations** (not simply local branch or section operations):  
☐ Yes ☐ No Describe: \_\_\_\_\_
10. **Makes independent decisions or authoritative recommendations that are not subject to substantive verification or supervisory approval/sign off:** ☐ Yes ☐ No
11. **Obligates the agency to take action or spend funds:** ☐ Yes ☐ No  
What actions? \_\_\_\_\_  
What amount of funding typically? \_\_\_\_\_ What is the ceiling? \_\_\_\_\_
12. **Interacts with external contacts when performing duties and/or represents the agency to citizens or external organizations:** ☐ Yes ☐ No (If "Yes," check all that apply.)
 

<b>Communicates with:</b> <input type="checkbox"/> EPA personnel <input type="checkbox"/> Government entities outside of EPA <input type="checkbox"/> Audience beyond government, including media, private industry, academia, environmental interest groups	<b>Communication methods:</b> <input type="checkbox"/> Shares factual information (e.g., technical or policy reports, outreach, or public relations material) <input type="checkbox"/> Participates in meetings, conferences, or seminars <input type="checkbox"/> Posts material on the EPA intranet or public website <input type="checkbox"/> Represents agency or negotiates/defends significant or controversial matters
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13. **Protects or identifies critical infrastructure systems/programs, such as water treatment, other utilities, or telecommunications:** ☐ Yes ☐ No  
What systems/programs are involved? \_\_\_\_\_
14. **Directly enforces health regulations and/or protects public safety:** ☐ Yes ☐ No
15. **Investigates or audits government or nongovernment personnel, programs, and/or activities:** ☐ Yes ☐ No  
(Note: Relates to investigating and auditing, but not simply overseeing.)  
What personnel, programs, and/or activities are involved? \_\_\_\_\_
16. **Information technology (IT) position that creates, programs, administers, or protects government IT systems, databases, or infrastructure:** ☐ Yes ☐ No (Note: Does not apply to positions that only use IT systems.)
17. **Requires official EPA credentials:** ☐ Yes ☐ No  
(Note: Credential bearers represent the agency and perform specific civil enforcement tasks, e.g., EPA inspectors.)
18. **Other unique or critical characteristics/duties/requirements not previously covered?** ☐ Yes ☐ No  
Describe: \_\_\_\_\_

(b) (6)